

How Vendors CAN do Business with the Commonwealth using eMARS



Kentucky
UNBRIDLED SPIRIT™

GOVERNOR'S EMPOWERMENT CONFERENCE AGENDA

- Welcome
- Who are we?
- What do we do?
- Resources
- How can you sell to the Commonwealth?
- Question and Answer Forum – Following Presentations



Who Are We?

- The Office of Procurement Services (OPS) is the Central Procurement Agency for the Commonwealth of Kentucky.
- Part of the Finance and Administration Cabinet (FAC).
- Divided into the Divisions of Goods and Services Procurement, Technology Services Procurement, and Professional Services Contract Review.



Sister Organizations

- Finance and Administration Cabinet –
Division of Engineering and Contract
Administration.
 - Capitol Construction and Building Maintenance
- Kentucky Transportation Cabinet –
Division of Purchases.
 - Highway and Bridge Construction, Maintenance
Service, Materials and Equipment



What do we do?

- **Issue ALL Requests for Competitive Sealed Bidding and Competitive Negotiations (RFP).**
- **Issue SOME Requests for Quotation (RFQ).**
- **Review MOST Professional / Personal Service Contracts.**
- **Award and Administer Master Agreements and Contracts for duration of procurement.**

What is a Small Purchase Delegation?

- **Standard Agency Delegation = \$1,000.**
- **Some agencies have a higher delegation (Purchase Limit) up to \$20,000.**
- **Agency delegations (Purchase Limits) listed at:**
<http://finance.ky.gov/business/procurement/services/>

What is the difference between a RFQ, RFB and RFP?

RFQ – Request for Quotation

Issued by Agency if under their Small Purchase delegation.

OPS issues if between Agency delegation & \$20,000.

RFB – Request for Bid (Sealed)

Issued by OPS if it exceeds \$20,000.

RFP – Request for Proposal

Issued by OPS for complex procurements.

Issued by using Agency for Personal Services.

Resources

- eProcurement Web Page
<http://eProcurement.ky.gov>
- Vendor Self Service (VSS) Website
 - Vendor Registration
 - Update Vendor Registration
 - Monitor Bid Opportunities
 - Research Items on Master Agreement



eProcurement

Kentucky: eProcurement - eProcurement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://eprocurement.ky.gov/> Go Links

Google Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Kentucky.gov KY Agencies | KY Services | Search Kentucky.gov for Go

 **KENTUCKY ePROCUREMENT** 

Home
eProcurement > eProcurement

Welcome to eProcurement.ky.gov

eMARS ENDOR SELF SERVICE

Click above image to enter the Vendor Self Service application.

24x7 Twenty-four hours a day and 7 days a week!! Our eProcurement site is now available to allow extended access to such features as *Vendor Registration, Browsing Current Bidding Opportunities, Viewing Recent Awards and Online Bidding* when permitted. Enter the eMARS Vendor Self Service application and learn more about these available features.

If you need assistance, the Customer Resource Center can be reached by email at Finance.CRCGroup@ky.gov or phone (502-564-9641 or toll-free 877-973-HELP). The Help Desk is open Monday through Friday from 7:30 a.m. until 5:00 p.m. EST.

Note: To use the Commonwealth Vendor Self Service System vendors must use Internet Explorer 6.0 or Netscape 7.0

Doing Business with Kentucky

Additional Resources

- [Finance and Administration Cabinet](#)
- [Customer Resource Center \(CRC\)](#)
- [Office of Material and Procurement Services \(OMPS\)](#)
- [eMARS](#)
- [Kentucky Public Procurement Association \(KPPA\)](#)
- [Translators](#)

News
[News and Alerts](#)

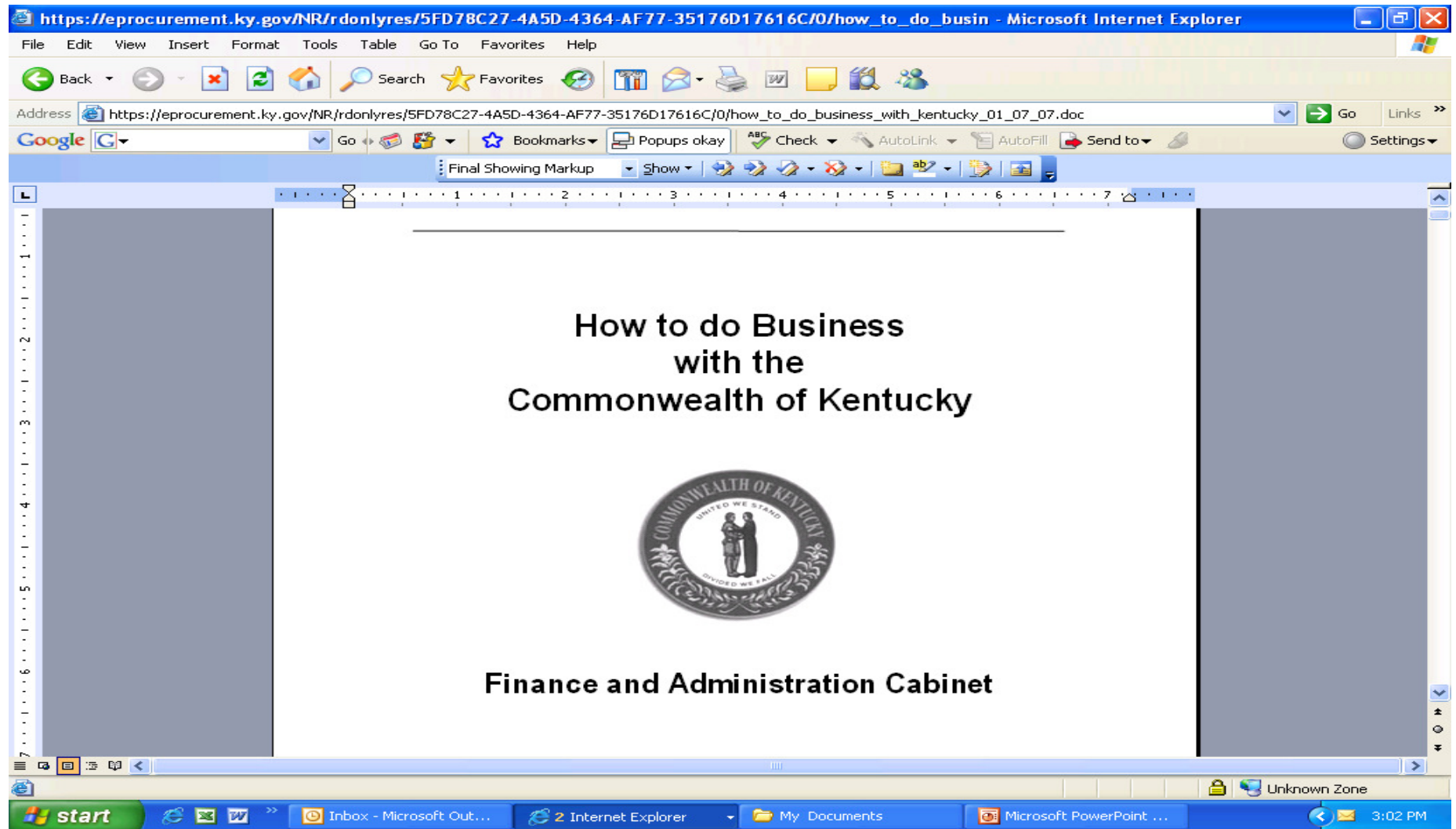
Capital Construction
[Plan Room](#)
[Architectural and Engineering Committee Schedules](#)
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[Halfway House Standards](#)

How to do Business with the Commonwealth (DOC 264K8)

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How to do business tutorial



Vendor Registration Overview

The screenshot shows a Microsoft Word window with the title 'Document40 - Microsoft Word'. The document content is as follows:

Commonwealth of Kentucky Vendor Registration Overview

Vendor Registration Overview

When

Each vendor awarded a contract with the Commonwealth and all potential vendors wanting to be notified via e-mail of opportunities to do business with the Commonwealth must be registered. Registration allows vendors the opportunity to identify those products and services they wish to offer to the Commonwealth. In addition, vendor registration makes it easier for agencies to find your company.

Where

Vendors may register on the Vendor Self Service (VSS) site. Upon opening that site, select the *Register* box.

What

There are a total of nine steps in the vendor registration process. Vendors must provide all mandatory information, as identified by a red asterisk (*). Please read each section carefully, as a vendor can be successfully registered without completing much of the information.

Step 1

When you first log on to the VSS site, you will be prompted to select the first and last

The Word window includes a standard menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help), a toolbar with various icons, and a status bar at the bottom showing 'Page 1', 'Sec 1', '1/3', 'At 0.8"', 'Ln 3', 'Col 1', and other document details. The Windows taskbar at the bottom shows the Start button and several open applications: 'AAA Emails to Move ...', 'Re: New Body Armor...', 'Internet Explorer', 'Microsoft Office ...', and 'Vendor EMARS Prese...'. The system clock shows '4:16 PM'.

Why Register?

- E-Mail Notifications
 - Register by Commodity Code.
 - Receive an Automated e-mail when match to your interests is found.
 - **KEEP YOUR E-MAIL ADDRESS CURRENT.**
- Bulletin Board Posting.
 - Find Partners for Bidding.
- Cabinet for Economic Development's (CDE) Kentucky Procurement Assistance Program (KPAP) (website - <http://www.thinkkentucky.com/kyedc/proassist.aspx>)

Customer Resource Center

The Customer Resource Center (CRC) provides Help Desk support, training, and continuous process improvement services for State employees in administrative services job functions and for Vendors who do business with the Commonwealth. The Customer Resource Center (CRC) can be reached by e-mail at **Finance.CRCGroup@ky.gov** or phone (502-564-9641 or toll-free 877-973-HELP). The Help Desk is open Monday through Friday from 7:30 AM until 5:00 PM EST.



How do you get a contract?

BID!!!!!!!

How do you get a contract?

Get acquainted with
your State area offices
and know their small
purchase dollar limits.

How do you get a Contract?

Get acquainted with the OPS
Centralized Buyer for the
items or services you sell.

(OPS website - <http://finance.ky.gov/business/procurementservices/>)



OPS Contact Information

Don Speer

Executive Director

Office of Procurement Services

Don.Speer@ky.gov

(502) 564-4510



DECA Contact Information

For Construction

Paul Gannoe
Director

Division of Engineering and Contract
Administration

Paul.Gannoe@ky.gov
(502) 564-3155



KYTC Contact Information

For KYTC
Peggy Stratton
Assistant Director
Division of Purchases
Peggy.Stratton@ky.gov
(502) 564-4630